**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE –6**

**DEPARTMENT OF MATERIAL DEVELOPMENT**

Date: 03.08.2016

Submitted to the Director

 The monthly report of the Department of Material Development covering the period from 26th June, 2016 to 25th July, 2016 is hereby submitted for your kind perusal and needful. The report is being sent to director@aiishmysore.in.and monthlyreports@aiishmysore.in.

HOD - Material Development

**DEPARTMENT OF MATERIAL DEVELOPMENT**

**Monthly Report of 26th June, 2016 to 25th July, 2016**

1. **Photography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **No. of.****Photos** | **Remark** |
| 1 | 29.06.16 | TCPD | Tele-orientation program  | 25 | Completed  |
| 2 | 05.07.16 | SLS | Professional Voice care unit | 15 | Completed  |
| 3 | 12.07.16 | ISO Cell  | Departmental Peer Evaluation  | 05 | Completed |
| 4 | 12.07.16 | Library  | Annual Report photos  | 50 | Completed  |
| 5 | 13.07.16 | Special Education  | Workshop photos  | 75 | Completed  |
| 6 | 15.07.16 | AAC Unit  | AAC Unit Photos  | 25 | Completed  |
| 7 | 19.07.16 | TCPD | Tele-orientation program | - | Ongoing  |
| 8 | 20.07.16 | ENT | ENT dept. Photos  | 20 | Completed  |
|  | **Total** | **215** |  |

1. **Printing:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department/Section** | **Item** | **Paper** | **Paper****size** | **Color/ Black & white** | **No. of Pages** | **Remarks** |
| 1 | 30.06.0216 | TCPD | Center Documents and Certificates | G | A4 | Color | 55 | Completed |
| 2 | 01.07.2016 | TCPD | Center brochures | G | A4 | Color | 20 | Completed |
| 3 | 04.07.2016 | Academics  | Fee Chelan  | O | A4 | B/W | 215 | Completed  |
| 4 | 05.07.2016 | USOFA | NVS & Glazed mirror workbook | G | A4 | Color | 35 | Completed |
| 5 | 06.07.2016 | Academics  | BASLP Syllabus 2016  | O | A4 | B/W | 7725 | Completed  |
| 6 | 06.07.2016 | Academics  | B.S.Ed.(HI) Special Education  | O | A4 | B/W | 2675 | Completed  |
| 7 | 12.07.2016 | Library | RTI manuals | O | A4 | B&W | 233 | Completed |
| 8 | 12.07.2016 | TCPD | Training materials and Certificate | O & G | A4 | B&W & C | 46 | Completed |
| 9 | 14.07.2016 | DMD | Certificate, Name boards, Display Poster | G & O | A4 A3 | C | 2016 | Completed |
| 10 | 15.07.2016 | Special Education | Certificate | G | A4 | C | 102 | Completed  |
| 11 | 18.07.2016 | Dr. Vijetha P (Special Education) | ARF Project  | O | A4 | B/W | 16  | Completed  |
| 12 | 25.07.2016 | Academics | M.Sc. (Audiology) Syllabus | O | A4 | B&W | **-** | Ongoing |
| 13 | 26.07.2016 | SLS  | Poster(Monthly Public Lecture) | O | A3 | C | 30  | Completed  |
|  **TOTAL** |  | **11188** |  |

1. **Graphic Designing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of. Design** | **No. of Pages** | **Remarks** |
| 1 | 29.06.2016 | Special Education | Stamp (Smiles Drawings) | 1 | 12  | 12 | Completed |
| 2 | 01.07.2016 | Clinical Psychology | Letter Head & Visiting Card | 1 | 2 | 2 | Ongoing |
| 3 | 08.07.2016 | Special Education | Certificate (workshop) | 3 | 2 | 2 | Completed |
| 4 | 11.07.2016 | DMD | Certificate, Name board & Display Poster (Corel draw workshop) | 3 | 3 | 3 | Completed |
| 5 | 18.07.2016 | AIISH | Annual Day Invitation | 3 | 1 | 4 | Completed |
| 6 | 20.07.2016 | Special Education | Brochure (Workshop) | 3 | 1 | 2 | Ongoing |
| 7 | 22.07.2016 | SLS | CD Label  | 3 | 1 | 1 | Ongoing |
| 8 | 26.07.2016 | SLS | Monthly Public Lecture  | 1 | - | 2 | Completed |
| 9 | 28.07.2016 | Library (PDC)  | Booklet Cover Page | 1 | 1 | 2 | Completed |
| 10 | 28.07.2016 | OLI | Notepad | 2 | 1 | 4 | Ongoing |
|  | **Total** |  | **24** | **34** |  |
|  |

1. **Scanning:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Item** | **Paper****size** | **Color/ Black & white** | **No. of Photos/Pages**  | **Remarks** |
| 1 | 01.07.2016 | DMD | Digital Archive Photos | - | Color and B&W | 1165  | Completed |
| 2. | 22.07.2016 | Academics | B.Sc. (2002) and M.Sc. (2003) Syllabus | A4 | B&W | 160 | Completed |
| **Total** | **1325**  |  |

1. **Translation with Typing and Proof reading :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Details of the work** | **Draft** | **No. of Pages** | **Remarks** |
| 1 | 06.04.2016 | DCS | Details of Services offered at AIISH (Kannada and Hindi) |  | 2 | Completed |
| 2 | 03.06.2016 | Clinical Psychology | Summary list of Entitlements |  | 1 | Ongoing (Hindi) |
| **Total** | **3** |  |

1. **Content Modifications/ Editing with typing:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Date of receipt of work order** | **Name of Indenting Department** | **Item** | **Paper****size** | **Color/ Black & white** | **No. of pages** | **Remarks** |
| 1 | 05.05.2016 | DMD | Brochure DMD |  |  | 2 | - |
| 2 | - | DMD | Handout on clinical services offered at AIISH(incorporation of changes suggested by concerned departments) |  |  | 4 | Ongoing |
| **Total** | **6** |  |

 **Summary of the work done:**

* Total no. of Photography –08 Events –**215 Photos**
* Total no. of Printing – **A3=16 & A4 = 11172 - Total = 11188 Prints**
* Total no. of Scanning –**1165 photos & 160 pages = 1325**
* Total No. of Designing-**24** (**34 pages)**
* Translation (with typing & proof reading) **– 03 pages**
* Content Modification/Editing with typing - **06 Pages**

**Other works:**

* Submitted website content update (Kannada, English & Hindi Languages) on 06.07.16
* OLI Quarterly Report submitted on 11.07.2016
* PRF Sent for 2nd quarter for processing the procurement of the equipment/spares/furniture and consumables on 14.07.16
* Workshop on “Designing Public Education Material using Corel Draw” organized by the department on 15.07.2016

HOD-Material Development